



Roanoke Fire-EMS
Fire Prevention Division
713 Third Street SW
Roanoke, Virginia 24016
540-853-2795 fax: 540-853-1172
fire.marshall@roanokeva.gov

Place of Assembly Permit Application

Certain permits may be issued in accordance with the Statewide Fire Prevention Code Section 107 to engage in certain business practices or activities that may present hazards to life, health, or safety. This permit is for operating a place of assembly where 50 persons or more gather together for the purposes of civic, social, or religious functions, recreation, food or drink consumption.

Instructions: read pages one and two; then complete application, and submit application with required permit fee (\$25.00). Once the application is completed, with proper documentation, a fire code official will review the application. Please print all information. For additional information please call (540) 853-2795

Name of Business, Church, or other: _____

Street Address: _____ Zip Code _____

Phone Number: ____ - ____ - _____ Email: _____

Name of Owner: _____

Owner Address: _____

Owner Phone: ____ - ____ - _____ Email: _____

Applicant Name: _____ (sign) _____
Print

Date: ____/____/____

Please check all that apply.

___ Current ABC License

___ Current Business Licenses

___ Certificate of Occupancy; Occupant load listed: _____ Use Group Listed: _____

___ Dance floor

___ Music

___ Entertainment

___ Use of candles (requires additional permit)

Is the seating rearranged for different events? ___ Yes ___ No

Please attach following documents:

___ Fire safety and evacuation plan

___ Floor/seating plan

___ Audible announcement (nightclubs, theaters and auditoriums)

___ System to account for number of occupants in building (nightclubs)

1. An Occupant Load Certificate with occupancy load as determined by the Fire-EMS Department shall be posted near the front entrance and available for inspection by the Building and Fire Officials.
2. No overcrowding allowed. (Defined as exceeding the approved occupant load or crowding that blocks the means of egress.)
3. A tracking system (hand counters or other method) that correctly reflects the number of people on the premises is to be maintained at all times.
4. Entrance doors in buildings with occupancy in Group A shall not be secured from the egress side during periods that the building is open to the general public.
5. No storage of any kind (temporary or otherwise) is allowed to block exits, exit aisles or exit discharges. All aisles leading to the exits and from the exits to the public way are to remain unobstructed at all times. Exterior parking shall not obstruct exit discharges.
6. All exit signs shall be visible and shall be illuminated at all times the building is occupied. All egress lighting shall illuminate when tested or during a power failure.
7. All decorative materials shall be either noncombustible or flame—resistant in accordance with both large and small scale flame test of NFPA 701. The interior finish of all structures shall be maintained as approved.
8. No open flame such as candles shall be used without a permit from the Fire Marshal's office.